

# CHIEF OF POLICE

**GRADE: SAIL**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Chief of Police performs complex professional and administrative work in managing the City's Police Department in accordance with Federal, State and local laws, statutes, ordinances, charters, regulations and policies. The work is managerial with contacts that include difficult negotiations using a well-developed sense of timing and strategy. The work is also subject to broad policy guidance with the incumbent having major impact on and accountability for the police operations of the City. Physical demands are light often involving serious stress handling emotionally charged situations and dealing with multiple projects concurrently. Serves as a member of the senior management team.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Directs the assignment and supervision of departmental personnel.
- Plans and directs training of personnel in the discharge of their duties.
- Takes or recommends appropriate disciplinary action.
- Proposes modifications of departmental regulations and proceedings to meet changing conditions.
- Enforces departmental regulations governing administration of the Police Department.

- Recommends recognition of meritorious service above and beyond the line of duty.
- Recommends personnel actions including appointment, commendation, promotion, discipline and removal for department personnel.
- Develops and maintains cooperation with Federal, State, County and local law enforcement agencies and with City residents, departments and officials.
- Studies ways and means to improve departmental efficiency and effectiveness for the well-being and morale of citizens and of department personnel.
- Directs the maintenance of comprehensive records of departmental activities and causes preparation of reports of such activities as required.
- Is responsible for the preparation of and implementation of the departmental budget.
- Organizes all phases of department operations to ensure prompt, courteous service to citizens calling upon the department, regardless of whether or not a crime has been committed.
- Provides crime prevention services that increase the fact and feeling of security for the general public.
- Directs patrol operations to ensure citizen requirements are met and that special patrol objectives are accomplished on a 24-hour per day basis.
- Directs investigative services to provide maximum feasible solution rates, convictions, and restoration of stolen property to citizens who have been victimized.
- Ensures that the laws of the City of Rockville, the State of Maryland, and the United States of America are upheld, that law and order is maintained within the boundaries of the City of Rockville, and the rights of its citizens are protected.
- Establishes and maintains effective working relationships with Federal, State, County and other officials and agencies.
- Performs other duties as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Must possess the minimum of a Bachelor's Degree from an accredited college or university in criminal justice or a closely related field and seven years of progressively responsible supervisory police agency experience including staffing, community relations, crime investigation, budgeting, planning, training, research, analysis and crime prevention strategies. At least 5 years of the experience must have been in an administrative and managerial capacity with program responsibility, provided that a Master's Degree in criminal justice or a closely related field may be substituted for two years of the non-administrative, non-managerial experience. Certification as a police officer in the State of Maryland, or ability to obtain such certification within a year of employment. Must possess an appropriate driver's license valid in the State of Maryland.

#### **Preferred Knowledge, Skills and Abilities:**

- Comprehensive knowledge of modern principles and practices of police administration, organization and operation.
- Thorough knowledge of technical and administrative phases of crime prevention, crime investigation, law enforcement and the preparation and presentation of evidence and related functions.
- Considerable knowledge of Federal, State, County, municipal laws, ordinances, codes and regulations.
- Considerable knowledge of budgeting, purchasing and office management.
- Skill in dealing effectively with difficult, often contentious and volatile individuals and situations.
- Considerable ability to plan, assign, supervise and evaluate the work of subordinates in varying levels of responsibility.
- Considerable ability to plan and direct surveys of various phases of prevention, protection and enforcement activities, analyze results and recommend remedial measure.
- Considerable ability to develop and maintain cooperative and working relationships with others.
- Considerable ability to analyze situations, to think quickly and to direct officers and equipment under emergency conditions.
- Considerable ability to enforce laws and regulations firmly, impartially and effectively.